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ABSTRACT

This manual contains the guidelines and procedures for public librarian certification and certification renewal in Wisconsin. Certification is not required for library personnel other than administrators, but nonadministrators may apply for certification at the level for which they are eligible. Requirements for voluntary library certification are in accordance with those for required certification. Voluntary certificates are granted for 5 years, and may be renewed. How to apply for certification is described in detail. Continuing education is among the requirements for recertification, as spelled out in the description of the renewal process. Appendixes describe the statutory authority for certification and present the application and renewal forms, as well as list some continuing education validators. (SLD)

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CERTIFICATION MANUAL

for Wisconsin Public Librarians

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Certification Manual for Wisconsin Public Librarians

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Table of Contents

Page

Wisconsin Public Librarian Certification

Preface 1
Library Board Responsibility 1
Voluntary Certification 1
Grade Levels of Certification/Educational Requirements
- Grade I Certification 2
- Grade II Certification 2
- Grade III Certification 2
- Grade IV Certification 2

Equivalencies 2
Provisional Certification 3
How to Apply for Certification 3
Certification Appeals 4

Certification Renewal/Continuing Education Requirements

Why Certification Renewal 4
Continuing Education Requirements 4
Continuing Education/Staff Development
- Continuing Education 5
- Staff Development 5

Continuing Education Validators 6
Possible Providers of Continuing Education 6
Continuing Education Activities 6
The Certification Renewal Process
- The Individual 6
- The Validator 7
- The Division for Library Services 7

Decision Chart: Recertification Process 8
Explanatory Notes on Continuing Education Activities 9
Conversion Chart 13

Appendices

Appendix A
Statutory Authority
- Wisconsin Statutes, Chapter 43 15
- Wisconsin Administrative Code, PI 6.03(1) 15

Appendix B
- Public Librarian Certification Application (PI-2450) 19
- Provisional Public Librarian Certification/Renewal (PI-2450-B) 21
- Learning Activity Report (PI-2453) 23
- Annual Summation of Learning Activities (PI-2454) 25

Appendix C
- Wisconsin Public Library Systems Continuing Education Validators 27

Wisconsin Public Librarian Certification

Preface

This manual for public librarian certification and certification renewal has been prepared by the Division for Library Services as a guide for public librarians and boards of trustees in meeting the requirements of Wisconsin's public librarian certification law. The guidelines and procedures outlined are effective as of the date of their publication.

The Wisconsin Legislature has declared that it is the policy of the state to provide laws for the development and improvement of public libraries. Librarian certification has been part of Wisconsin law since 1921 when the legislature, at the urging of the Wisconsin Library Association, passed the first comprehensive state public librarian certification law. The concern was then, and continues to be, that the public libraries of the state be headed by qualified library personnel, assuring a high level of professional management and administration of Wisconsin's library resources, programs and services.

Library Board Responsibility

Public library boards of trustees are required to employ administrators who are either appropriately certified or are eligible for certification. "Administrator" means the head librarian or library director of a public library or public library system. Trustees recruiting for administrative positions should specify "eligibility" for a Wisconsin public librarian certificate but should not require the certificate for hiring.

If a library board does not receive applications from candidates currently eligible for certification, it may employ an applicant whose qualifications indicate that he or she is expected to complete certification requirements within one year from the date of employment. The applicant must apply to the division for a one-year provisional certificate at the correct grade level. This certificate may be renewed for a one-year period upon evidence the applicant has completed at least half of the additional requirements which were needed for certification at the date of the original application.

A librarian's certificate from another state which requires standards equal to those of Wisconsin may be accepted by the division as a basis for granting a Wisconsin Librarian Certificate.

Voluntary Certification

Certification is not required by law for library personnel other than administrators. Nonadministrators may, however, apply for whichever grade level of certification they are eligible. Voluntary certification will be in accordance with the principles and procedures that apply to required certification as set forth in the *Wisconsin Statutes* and the *Administrative Code*. Voluntary certificates are granted for five-year periods and may be renewed upon evidence which satisfies the division that the holder has participated in the requisite continuing education programs.

It is not the intent of the certification law that the various grade levels of certification be used by individual library boards of trustee as either conditions of employment for nonadministrative positions or as requirements for advancement within an organization. Individuals consider-

ing applying for voluntary certification are encouraged to consult with the public library system continuing education consultant in their area before submitting their application to the division.

Grade Levels of Certification/Educational Requirements

The following description of the grade levels and educational requirements for public librarian certification are taken from the *Wisconsin Administrative Code*, see Appendix A for the complete text of the law.

There are four grade levels of certification. The population of the municipality or municipalities supporting a library, as reported in the latest U.S. Department of Commerce, Bureau of the Census, Census of Population, determines the grade level of certification required of its administrator.

Grade I Certification

Administrators of municipal, joint and county public libraries with a population of 8,000 or more and administrators of public library systems, are required to hold grade I certificates. The educational requirements for grade I certification are a bachelor's degree and a fifth year degree from a library school program accredited by the American Library Association.

Grade II Certification

Administrators of municipal, joint and county public libraries with a population between 4,000 and 7,900 are required to hold at least grade II certificates. The educational requirements for grade II certification are a bachelor's degree, including or supplemented by courses in public library administration, selection of all types of library materials, organization of library materials and reference and information services.

Grade III Certification

Administrators of municipal, joint and county public libraries with a population between 2,000 and 3,999 are required to hold at least grade III certification. The educational requirements for grade III certification are at least two years of study in a college or technical institution with courses in the liberal arts and sciences or equivalent and the successful completion of a basic library management course for public librarians approved by the division.

Grade IV Certification

Administrators of municipal, joint and county public libraries with a population under 2,000 are required to hold at least grade IV certificates. The educational requirements for grade IV certification are a high school diploma or equivalent and successful completion of a basic library management course for public librarians approved by the division.

Equivalencies

In several sections of the *Administrative Code* the division is allowed discretion in determining equivalencies for educational requirements. Generally judgment as to equivalencies will be handled on a case-by-case basis. The Council on Library and Network Development

(COLAND) will be consulted when repeated interpretation is needed. The following guidelines will be used:

1. GED and CLEPP examinations will be evaluated as equivalent to high school and college degrees, respectively.

2. Applicants with degrees from unaccredited library school programs may be granted grade I certification at the discretion of the division under the following circumstances:

   a. A master's degree in library science is earned.

   b. Two years of successful library experience is gained after graduation.

Provisional Certification

The division may grant provisional certification at the correct grade level, for a one-year period, to the following applicants: (see Appendix A for full text of *Administrative Code*)

a. An applicant whose qualifications indicate that he or she is expected to complete certification requirements within one year from the date of application. This certificate may be renewed for a one-year period upon evidence that the applicant has completed at least half of the additional requirements which were needed for certification at the date of the original application.

b. An applicant who was originally certified at the correct grade level but is no longer properly certified due to the population growth of the jurisdiction in which the public library he or she is employed at is located. This certificate may be renewed on an annual basis provided the applicant continues to work at the same library and complies with the requirements for certification renewal.

c. An applicant who was employed as the administrator of the public library in which she or he is currently employed at the time the library became a member of a public library system or joint public library. This certificate may be renewed on an annual basis provided the applicant continues to work at the same library.

d. An applicant who was employed as the administrator for the public library in which she or he is currently employed for at least two years as of July 1, 1990. This certificate may be renewed on an annual basis provided the applicant continues to work at the same library

How to Apply for Certification

1. To obtain an applicant form write to:

   Public Librarian Certification
   Division for Library Services
   P.O. Box 7841
   Madison, WI 53707-7841
   Telephone: (608) 267-9222

2. Indicate which type of certification you are interested in; regular certification/certification renewal or provisional certification/provisional certification renewal.

   Send all parts of the completed application form, the appropriate fee and enclosures to the address listed above.

Enclosures

Official transcripts or a copy of diplomas showing completed academic and library education.

Fees (These are nonrefundable fees to cover handling costs)

A fee of $20.00 for grades I and II, $10.00 for grade III and IV.

A fee of $4.00 for provisional grades I and II, and $2.00 for provisional grades III and IV.

3. The state superintendent signs and issues certificates which are then sent to the applicant.
4. One copy of the application form will be returned with the certificate and one copy will be sent to the public library system validator.
5. **ALERT**: Certificates are issued for a five- (5) year period and renewed upon the basis of participation in continuing library education programs. This participation must take place during the five-year period immediately preceding the renewal of the certificate.

Certification Appeals

Applicants to the division for public librarian certification or certification renewal who are denied certification or recertification at the requested grade level may appeal the division's decision by filing a written request for a hearing with the Department of Public Instruction under the authority of ss. 227.01(3)(a) and 227.42, Wis. Stats.

System validators may seek the division's opinion for an interpretation of the certification manual regarding the validity of specific learning activities. Applicants for certification renewal may also request assistance from the Division for Library Service's continuing education consultant if questions arise over the validity of specific learning activities.

Certification Renewal / Continuing Education Requirements

Why Certification Renewal

The rapid increase in human knowledge, specifically in the information, library and media fields, make it imperative that librarians increase their skills and knowledge through continuing education. The purpose of mandatory continuing education for public librarians is to upgrade the library profession, to enrich the individual librarian and to ensure quality library service.

Continuing Education Requirements

Regular certificates are issued for a five-year period. Provisional certificates are issued for a one-year period. Regular and provisional certificates may be renewed upon evidence which satisfies the division that the holder has participated in continuing education in librarianship which is either directly related to the position held or will permit advancement in the professional.

Requirements for certification renewal are based upon the accumulation of continuing education points (CEPs). One continuing education point (CEP) is the equivalent of 10 hours of participation in a learning activity—or 10 contact hours. To determine the number of contact hours for individual, learning activities, consult the Conversion Chart (pages 13-14).

1. Individuals certified at regular grade levels I and II must accumulate 15 continuing education points (or 150 contact hours) in the five-year period prior to recertification.

2. Individuals certified at regular grade levels III and IV must accumulate 10 continuing education points (or 100 contact hours) in the five-year period prior to recertification.

3. Individuals provisionally certified at grade levels I and II must accumulate at least three continuing education points (or 30 contact hours) in the one-year period prior to recertification.

4. Individuals provisionally certified at grade levels III and IV must accumulate at least two continuing education points (or 20 contact hours) in the one-year period prior to recertification.

5. **ALERT**: Continuing education points must be earned during either the five-year or one-year period immediately preceding the renewal of the certificate.

6. No more than one-third (1/3) of the CEPs accumulated for the purpose of regular certification renewal can be accomplished through Category D (see Conversion Chart on page 14).

7. Certificates are valid until the last day of the month in which they expire.

Continuing Education/Staff Development

Continuing Education

Continuing library education for Wisconsin public librarian certification renewal is interpreted as education of the individual beyond the initial certification requirements. Continuing library education is designed to keep librarians abreast of new knowledge and developments within their field, update their basic library-oriented education, enhance their job competence, or lead to specialization in a new area of librarianship. Continuing education opportunities include both formal and informal learning situations and need not be limited to library subjects or the offerings of library education programs but should be related to the field of librarianship. Formal learning is defined as courses offered for academic credit and/or continuing education units by recognized institutions of higher education. Informal learning is defined as any other learning activities which are listed in this document.

Staff Development

Although continuing education includes staff development as one of its elements, the distinction between the two should be kept in mind when pursuing continuing education activities relevant to certification renewal. Whereas continuing education is the process in which self-assessment of individual needs and goals is paramount, staff development activities are initiated by the employing library and are primarily aimed at and reflect the needs of the organization. As such they are usually work-related and are not to be considered valid continuing education activities. Examples include: orientation of new staff; workshops on how to complete forms and documents required by the library; summer reading planning meetings; precomputer installation training sessions; the preparation of internal manuals, guides or other internal documents; film previewing sessions; and annual librarians' meetings.

Continuing Education Validators

Wisconsin's public librarian certification renewal program is based on the philosophy of self-directed learning. Public library systems designate continuing education validators to work with individuals in identifying learning needs, setting goals, and evaluating the outcome of learning activities. Validators keep abreast of all types of continuing education activities offered in their region and statewide and are also aware of grants for continuing education. A primary role of the validator is to review the Learning Activity forms and Annual Summation forms of continuing education participants.

Possible Providers of Continuing Education

- Academic Institutions
- Formal Associations (WLA, ALA, etc.)
- Individual Libraries
- Systems or Networks of Libraries
- Statewide Resources (CCBC, the Division for Library Services, etc.)
- Learning Consultants (as applied to self-directed activities)

Continuing Education Activities

The following are examples of types of continuing education activities which will be considered valid for the purpose of certification renewal.

- Formal Group Activities
- Formal Individual Activities
- Informal Group Activities
- Self-learning, Consultation Received, Self-assessment Activities, and Other Learning Experiences
- Publications
- Teaching/Consultating/Presentations/Exhibits
- Participation in Association Activities

The Certification Renewal Process

(See also Decision Chart)

The Individual

1. Initiates certification application to the Division for Library Services.
2. Involves self in continuing education activities for certification renewal.
3. Records each continuing education activity on individual Learning Activity forms and submits copy to validator (see Appendix). Continuing Education Points (CEPs or contact hours) earned in categories A and B must be submitted with formal documentation from the sponsoring agency.
4. Submits Annual Summation form to validator (see Appendix B, p. 21).
5. Applies for certification renewal every five years for regular certification and annually for provisional certification and submits Annual Summation forms.

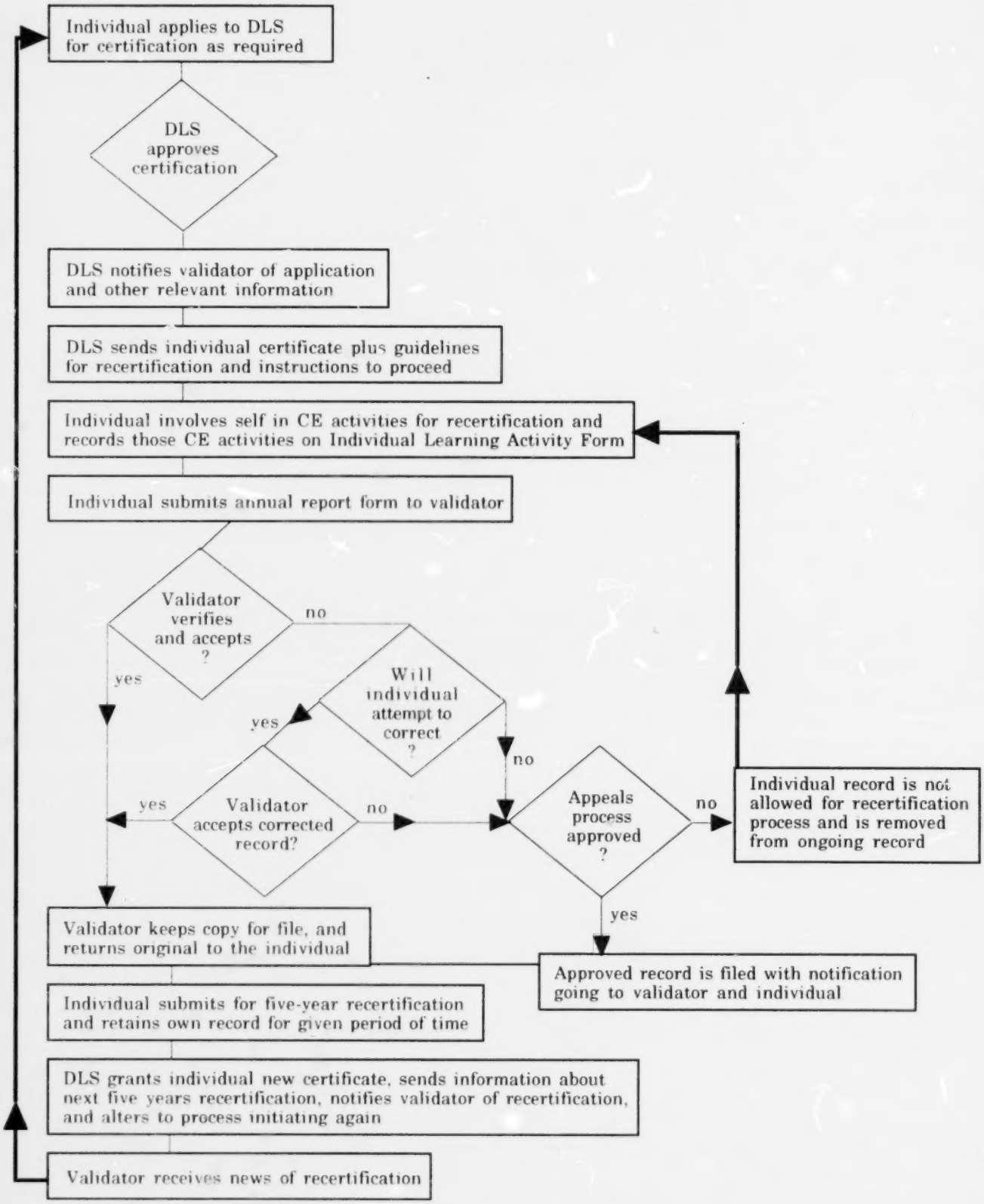
The Validator

1. Receives individual Learning Activity forms and Annual Summation forms and supporting documents for validation from individual.
2. Validators may, because of conflict of interest, defer validation to the division.
3. Accepts or rejects record.
4. Keeps copy of Annual Summation form for file and returns original to individual.
5. Receives news of certification renewal from the division.

The Division for Library Services

1. Approves and issues individual certification.
2. Notifies individual and validator of certification/certification renewal.
3. Notifies individual when time to apply for certification renewal is near.

Decision Chart: Recertification Process


Individual applies to DLS for certification as required
DLS approves certification
DLS notifies validator of application and other relevant information
DLS sends individual certificate plus guidelines for recertification and instructions to proceed
Individual involves self in CE activities for recertification and records those CE activities on Individual Learning Activity Form
Individual submits annual report form to validator
Validator verifies and accepts ?
no
yes
Will individual attempt to correct ?
yes
no
yes
Validator accepts corrected record?
no
Appeals process approved ?
no
Individual record is not allowed for recertification process and is removed from ongoing record
yes
Validator keeps copy for file, and returns original to the individual
Approved record is filed with notification going to validator and individual
Individual submits for five-year recertification and retains own record for given period of time
DLS grants individual new certificate, sends information about next five years recertification, notifies validator of recertification, and alters to process initiating again
Validator receives news of recertification

Explanatory Notes on Continuing Education Activities

(To be used with Conversion Chart)

Continuing library education for Wisconsin public librarian certification renewal is interpreted as education of the individual beyond the initial certification requirements. Continuing library education is designed to keep librarians abreast of new knowledge and developments within their field, update their basic library oriented education, enhance their job competence, or lead to specialization in a new area of librarianship. CEPs may be granted for activities taken outside the fields of information, library, and media education provided they are relevant (for example, management courses at a business school) to the field of librarianship.

One Continuing Education Point (CEP) is the equivalent of 10 contact hours of learning or other activity included in the categories listed below. A contact hour is 60 minutes of continuous participation in a learning activity. Credit is granted only for **full** contact hours rounded off to the quarter hour. For continuing programs, when individual segments are less than 60 minutes, the sum of the segments may be considered one total program (i.e., four 30-minute presentations would equal 120 minutes and should be counted as two contact hours).

Category A: Formal Group Activities

This category includes all continuing education courses for which academic credit and/or continuing education units are awarded regardless of the medium of communication used, i.e., the Educational Teleconference Network (ETN), satellite. The category includes institutes, seminars, short courses, workshops, and lecture series which are planned, coordinated, administered and evaluated in terms of learning objectives and for which academic credit and/or continuing education units are awarded. Continuing Education Points (CEPs) or contact hours earned in category A must be submitted with formal documentation from the sponsoring agency.

Category B: Formal Individual Activities

This category includes activities geared to individual effort for which either academic credit or continuing education units are awarded by an approved provider. Continuing Education Points (CEPs) or contact hours earned in this category must be submitted with formal documentation from the sponsoring agency. Among the types of activities included in Category B are:

1. **Home Study Programs**—home study is enrollment and study with an educational institution which provides lesson materials prepared in a sequential and logical order for study by a student on his/her own. When each lesson is completed, the student mails the assigned work to the school for correction, grading, comment, and subject matter guidance by qualified teachers. Corrected assignments are returned immediately to the student. This exchange provides for a personalized student-teacher relationship.

2. **Independent Study**—independent study programs should be documented, including subject of study, objectives, and outline of contents. If the independent study is **not** taken in an academic setting and credit or continuing education units are not awarded, the activity should be listed in Category D.

3. **Internships**—this activity must be sponsored and administered by an approved provider, in an academic setting, for which academic credit or continuing education units are awarded.

Category C: Informal Group Activities

This category includes learning activities in a group mode which do not have the formal structure of activities included in Categories A or B and/or for which no academic credit or continuing education units are awarded. Participants in activities in this category must document their participation with a written summary that includes provider, title and description of program, date(s), location, and number of contact hours. It includes, but is not limited to, activities such as:

1. **System Workshops, Seminars, Institutes**—those activities which are planned, coordinated, administered, and evaluated in terms of learning objectives, but for which no academic credit or continuing education units are awarded, should be claimed in this category.

2. **Library-Related Association Meetings**—these activities are planned with specified objectives for target audiences and involve evaluation of the program presented. Participants are required to submit a written summary, including the type of information described in activity #4 below.

3. **Journal Clubs**—journal club activity consists of discussing preassigned articles from professional journals by members of the club (suggested number of articles per session: 5-10).

4. **Study Groups**—this type of activity consists of preplanned programs which provide for group participation on specific and limited topics on which participants have made presentations before group meetings.

5. **Lecture Series**—attendance at preplanned lecture series around specific topics, with stated objective(s) and with an evaluation process included, but which does not qualify as a "Formal Group Activity."

6. **Newspaper Courses**—short courses, lectures, seminars or workshops offered by the newspaper, whose stated objectives are relevant to the participant's continuing education are included.

Category D: Self-Directed Learning, Consultation Received, Self-Assessment Activities, and Other Learning Experiences

This category includes individual learning activities for which no academic credit or continuing education units are awarded. If a self-instruction program is offered by a provider that gives academic credit or continuing education units, the activity should be included in either Category A or B. Some of the activities included in Category D are listed below. A written summary addressing the questions listed below is required for all activities in this category.

1. **Self-directed learning**—these activities provide for the use of learning materials which include, but are not limited to, nonsupervised audiovisual materials; continuing education delivered by open and closed television networks, broadcasts and satellites or radio, with or without two-way communication, electronic teaching aids and devices (but without local supervision); computer-assisted instruction programs; programmed printed materials and packages; and reading of information, library, media publications such as journals, papers, technical reports, research studies, etc. Full bibliographical reference(s) and abstract of content are required.

2. **Consultation Received**—consultation received if it meets the definition of a "planned program"—one that covers a subject area in the scope and depth that is appropriate for the intended audience and that is planned, administered and evaluated in terms of educational objectives that define a level of knowledge or a specific performance skill to be attained. Each consultation period should cover a minimum of one contact hour, but no more than two contact hours can be claimed for this activity regardless of length. A written summary of objectives and content covered must be submitted for each consultation activity.

3. **Self-assessment**—time may be claimed for taking self-assessment examinations. To be acceptable, the examination must be scored and the results made known to the participant so he/she may plan continuing education programs based on the needs so identified. Continuing education activities undertaken by an individual in preparation for a self-assessment examination or later on the basis of the results of the self-assessment examination should be claimed in the category for which they are designated or for which they qualify.

4. **Audiovisual Materials**—this activity includes use of materials such as videotapes, audiotapes, films, filmstrips, slides, etc., if the learning materials are organized to meet clearly defined objectives and are evaluated. Full bibliographic reference(s) and abstract of content are required.

5. **Other Learning Experiences**—This category includes any meritorious continuing information, library, media education experiences that are not appropriate for any of the other categories. Examples might be exchange-of-position programs (learning in another library for a specified period) and internships and practices for which no academic credit or continuing education units are awarded. Determination of the number of contact hours (and subsequently CEPs) to be awarded for any experience in this category will be made by the participant's validator.

   The following questions about the learning experiences reported in Category D must be answered in the Learning Activity Report.

   a. What continuing education need was this experience designed to meet?

   b. How was this continuing education experience need determined?

   c. What was the learning objective(s)?

   d. What was the knowledge level or skill that was achieved?

   e. What were the activities that were used to meet this objective?

   f. What educational techniques were used in the continuing education program?

   g. Who was the instructor or learning consultant with whom the activity was planned and/or carried out?

   h. How was the experience evaluated in terms of meeting the learning objective?

   i. How many hours were spent in the activity?

   j. What were the inclusive dates of the experience?

   k. Where was it done?

Category E: Publications

1. **Papers, Articles, Books, Reports**—the appropriate number of contact hours (see Conversion Chart) may be claimed for an information, library, media-related book, article, publication, each chapter in an information, library, media-related book or equivalent educational material that is authored and published or produced. An article must be published in a recognized information, library, or media journal, that is, one that is published by an organization which is read primarily by those in the profession. Credit may be claimed only once for the educational content regardless of the format (article, paper, chapter in a book, etc.) even though it may be used repeatedly in different formats.

2. **Book Reviews**—credit for a review may be claimed providing it appears in a recognized journal (see definition above).

Category F: Teaching/Consulting/Presentations/Exhibits

This category includes courses, workshops, seminars, presentations, poster sessions, conferences, consultation given, the preparation of exhibits, etc., given or presented for the first time to information, library, media-related groups. Each learning activity must be at least one-contact-hour in duration. For each hour of teaching, consulting, or presentation, two additional hours may be claimed for preparation. For repeat presentations, etc., the instructor or individual involved in a learning activity will receive no credit unless it can be demonstrated that the subject matter involved was changed sufficiently to require additional study, research, and preparation.

Category G: Participation in Library/Related Association Activities

Credit may be claimed for holding an elected association office, for serving as committee chair, or being a member of a committee. To qualify for the contact hours for offices held, the individual should specify the nature of the benefit received and the type of learning gained. A breakdown of the varying amounts of contact hours for association activities is included in the Conversion Chart. Activities in category G include:

1. National association officer or committee chair with statement of benefit received and type of learning gained.

2. Regional or state officer, committee chair, or journal editor with statement of benefit received and type of learning gained.

3. National, state, regional, local committee member.

4. Local officer or committee chair with statement of benefit received and type of learning gained.

5. Program responsibility for library, information, media-related, preplanned programs which have specific objectives and include an evaluation process and with documentation of participation

Conversion Chart

Assignment of Contact Hours for Continuing Education Activities

Category	Type of Activity	Unit of Measure	Contact Hours (10 Hours = 1 CEP)	CEPS
A	**Formal Group Activities** *(formal documentation from sponsoring agency required)*			
	Academic Courses			
	Semester Credit	1	15	1.5
	Trimester Credit	1	14	1.4
	Quarter Credit	1	10	1.0
	Semester Audit	1	8	.8
	Trimester Audit	1	7	.7
	Quarter Audit	1	5	.5
	Institutes	60 minutes	1	.1
	Seminars	60 minutes	1	.1
	Short Courses	60 minutes	1	.1
	Workshops	60 minutes	1	.1
	Lecture Series	60 minutes	1	.1
B	**Formal Individual Activities** *(formal documentation from sponsoring agency required)*			
	Home Study Program Example: If average is 600 minutes to complete, 600 ÷ 60 = 10 ÷ 2 = 5 contact hours	Average completion time in minutes.	1/2 average completion time.	.5
	Academic Independent Study	Average completion time in minutes.	1/2 average completion time.	
	Internship, fellowship, or education for Post-Master's Certificate	Academic year of: Full time study Half time study	50 25	5.0 2.5
C	**Informal Group Activities** *(require written summaries)*			
	System Workshops, Seminars, Institutes	60 minutes	1	.1
	Library-Related Association Meetings	60 minutes	1	.1
	Journal Clubs	60 minutes	1	.1
	Study Clubs	60 minutes	1	.1
	Lecture Series	60 minutes	1	.1
	Newspaper Courses	60 minutes	1	.1

Category	Type of Activity	Unit of Measure	Contact Hours (10 Hours = 1 CEP)	CEPS
D	**Self Directed Learning Consultation Received, Self-Assessment Activities, and Other Learning Experiences**			
	(written summaries required)			
	Self-directed learning projects			
	Use of nonsupervised audiovisual devices	60 minutes	1	.1
	Educational TV without local supervision	60 minutes	1	.1
	Use of programmed educational materials (i.e., teaching machines)	60 minutes	1	.1
	Consultation received (no more than 2 contact hours for each consultation can be claimed regardless of length)	120 minutes	2	.2
	Self-assessment (time spent in taking self-assessment tests and audits.) Activities taken as a result of self-assessment programs should be claimed in appropriate category.	60 minutes	1	.1
	Audiovisual Activities	60 minutes	1	.1
	Other Learning Experiences *(see explanatory notes)*	To be determined by validator.		
E	**Publications**			
	Articles in recognized journals			
	Research			
	Single authors	1	10	1.0
	Senior authors	1	8	.8
	Co-authors	1	5	.5
	Information sharing			
	Technical reports	1	1	.1
	Single author	1	10	1.0
	Co-author	1	5	.5
	Books			
	Whole			
	Single author	1	40	4.0
	Co-author	1	20	2.0
	Chapter	1	10	1.0
	Book reviews in recognized journals (critique)	1	1	.1
F	**Teaching/Consulting/Presentations/Exhibits**			
	Courses, workshops, seminars, consulting, etc., given first time (example: if course has 8 contact hours, teacher could receive 16 hours for preparation + 8 hours of presentation = 24 contact hours)	60 minutes presentation x 3	3	.3
	Presentations and Exhibits To professional audiences (only first time given); includes audiovisual presentations.	1	10	1.0
G	**Participation in Association Activities**			
	Officer/director/committee chair	1 year of service	10	1.0
	Committee member/journal editor	1 year of service	5	.5
	National delegates	1 year of service	2	.2

Appendices

Appendix A

Statutory Authority

Wisconsin Statutes, Chapter 43

> *Section 43.05(8)* ***General duties of the division****. The division shall: (8) Establish standards for and issue certificates to public librarians under s. 43.09(1).*
>
> *Section 43.07(1)* **Council on library and network development**. *The council shall: (1) Make recommendations to the division in regard to the development of standards for the certification of public librarians and standards for public library systems under s. 43.09.*
>
> *Section 43.09* **Certificates and standards**. *(1) PUBLIC LIBRARIANS. The division shall issue certificates to public librarians and promulgate, under ch. 227, necessary standards for public librarians. The qualifications for public librarians shall be based on education, professional training and experience. Certificates already granted prior to December 17, 1971, shall remain in effect.*
>
> *Section 43.15(4)(c)6.* **Standards for public library systems**. *(4) METHOD OF ORGANIZATION. (c) A municipal, county or joint public library may participate in a public library system if it meets all the following requirements: 6. Employs a head librarian holding current public library certification from the department of public instruction.*
>
> *Section 43.18 (2m)* ***Withdrawal, abolition and expulsion****. (2m) EXPULSION. With the approval of the division, a public library system may expel, or reduce aids or services to, a municipality or county that fails to meet the requirements under s. 43.15(2) or (4).*

Wisconsin Administrative Code

PI 6.03 Public librarian certification. (1) In this section:

(a) "Administrator" means the head librarian or other person appointed by a library board under s. 43.58 (4), Stats., or by a library system board under s. 43.17 (4), Stats., to direct and administer the library or system.

(b) "County library" means a library created under s. 43.57, Stats.

(c) "Joint library" means a library created under s. 43.45, Stats.

(d) "Municipal library" means a library created under s. 43.52, Stats.

(2) Administrators employed by a public library system, county library system or any municipal public library except in a city of the first class supported in whole or in part by public funds, shall hold certification as described in this section. The certification level for other individuals on the library staff may be determined by each individual library board. Applications for librarian certificates under this section shall be made in writing to the division.

(3) The following requirements and grades of certification are established:

(a) *Grade I.* Administrators of municipal, joint and county public libraries with a municipal, joint municipal or county population of 8,000 or more and administrators of public library systems shall hold grade I certificates. Grade I certificates shall be granted to applicants holding both a bachelor's degree from a college or university approved by an accrediting association of more than statewide standing and a fifth year degree from a library school program accred-

ited by the American library association. An applicant holding a fifth year degree from an unaccredited library school program may be granted a grade I certificate if the division is satisfied that the program leading to that degree is substantially equivalent and the applicant's professional experience is demonstrative of the ability to provide professional library services.

(b) *Grade II.* Administrators of municipal, joint and county public libraries with a municipal, joint municipal or county population of between 4,000 and 7,999 persons shall hold at least grade II certificates. Grade II certificates shall be granted to applicants holding a bachelor's degree from a college or university approved by an accrediting association of more than statewide standing, including or supplemented by successfully completed courses in public library administration, selection of all types of library materials, organization of library materials and reference and information services.

(c) *Grade III.* Administrators of municipal, joint and county public libraries with a municipal, joint municipal or county population of between 2,000 and 3,999 persons shall hold at least grade III certificates. Grade III certificates shall be granted to applicants having successfully completed 2 years of study in a college or technical institution with courses in liberal arts and science or equivalent and the successful completion of a basic library management course for public librarians approved by the division.

(d) *Grade IV.* Effective January 1, 1982, administrators of municipal, joint and county public libraries with a municipal, joint municipal or county population under 2,000 persons shall hold at least grade IV certificates. Grade IV certificates shall be granted to applicants who hold a high school diploma or equivalent and have successfully completed a basic library management course for public librarians approved by the division.

(4) All certificates shall be granted for 5-year periods. Certificates granted under previous certification rules shall continue to be valid.

(5) Certificates under sub. (3) may be renewed upon evidence which satisfies the division that the holder has participated in continuing education in librarianship which is either directly related to the position held or will permit advancement in the profession as follows:

(a) Individuals certified at grade levels I and II shall accumulate 15 continuing education points in the 5 year period prior to recertification.

(b) Individuals certified at grade levels III and IV shall accumulate 10 continuing education points in the 5-year period prior to recertification.

(c) Individuals provisionally certified at grade levels I and II under sub. (6) shall accumulate at least 3 continuing education points annually.

(d) Individuals provisionally certified at grade levels III and IV under sub. (6) shall accumulate at least 2 continuing education points annually.

(e) One continuing education point is the equivalent of 10 hours of participation in a learning activity.

(f) The public library system to which the library belongs or the division, when a public library does not belong to a public library system, shall assist in determination of requirements for continuing education and validate records submitted evidencing a renewal applicant's participation in continuing education under this subsection.

(6) The division may grant provisional certification at the correct grade level, for a one-year period, to the following applicants:

(a) An applicant whose qualifications indicate that he or she is expected to complete certification requirements within one year from the date of application. The applicant shall provide the division a written schedule for completing the necessary requirements. This certificate may be renewed for a period of one year upon evidence that the applicant has completed at least half of the additional requirements which were needed for certification at the date of the original application.

(b) An applicant who was originally certified at the correct grade level but is no longer properly certified due to the population growth of the jurisdiction in which the public library he or she is employed at is located. This certificate may be renewed on an annual basis provided the applicant continues to work at the same library and complies with sub. (5).

(c) An applicant who was employed as the administrator for the public library in which he or she is currently employed at the time the library became a member or part of a public library system or a joint public library. This certificate may be renewed on an annual basis provided the applicant continues to work at the same library and complies with sub. (5).

(d) An applicant who was employed as the administrator for the public library in which he or she is currently employed for at least 2 years as of July 1, 1990. This certificate may be renewed on an annual basis provided the applicant continues to work at the same library and complies with sub. (5).

Appendix B

Wisconsin Department of Public Instruction
PUBLIC LIBRARIAN CERTIFICATION APPLICATION
PI-2450 (▼Rev. 8-93)

CERTIFICATION/RECERTIFICATION FEE
Grade 1 or Grade 2 ..... $20.00
Grade 3 or Grade 4 ..... $10.00
This nonrefundable fee covers handling costs

INSTRUCTIONS: Complete Sections I, VII, and the section which pertains to the grade for Certification/Recertification for which you are applying. Enclose proper fee and either official transcripts or copy of diploma where appropriate. For recertification, attach copies of validated Annual Report Forms. Submit entire 3-part form to:

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
DIVISION FOR LIBRARY SERVICES
125 SOUTH WEBSTER STREET
P.O. BOX 7841
MADISON, WI 53707-7841

Collection of this information is a requirement of S. 43.09(1), Wis. Stats.

I. GENERAL

Name: *Last, First, Middle Initial* | Social Security No.

Address: *Street, City, State, ZIP*

Check One
❑ Initial Certification
❑ Recertification

Grade Level Requested: *Check One*
❑ Grade 1 ❑ Grade 2 ❑ Grade 3 ❑ Grade 4

Current Position

Library where currently employed

Public Library System

II. GRADE 1

Complete only if applying Grade 1 Certificate

- Attach copy of diploma signifying library degree earned, or statement to that effect from director or other authorized library school officer.
- Complete the following only if graduate of an unaccredited library school.

Library where Employed	Position Held	Dates of Employment	Name of Immediate Supervisor

III. GRADE 2

Complete only if applying Grade 2 Certificate

- Attach copy of diploma signifying undergraduate degree earned or statement to the effect from registrant or other authorized officer.
- Attach official transcript indicating courses completed in public library administration, selection of all types of library materials, organization of library materials, and reference and information services.

IV. GRADE 3

Complete only if applying Grade 3 Certificate

- Attach official transcript indicating courses completed in two years study in a college or technical institution.

Date Basic Library Management for Public Librarians, A-50, U.W. Extension was completed

V. GRADE 4

Complete only if applying Grade 4 Certificate

Date of High School Graduation

Date Basic Library Management for Public Librarians, A-50, U.W. Extension was completed

VI. RECERTIFICATION

- Individuals certified at Grades I and II levels are required to accumulate (as validated) 15 CEPs in the five year period prior to recertification.
- Attach official transcript indicating courses completed in public library administration, selection of all types of library materials, organization of library materials, and reference and information services.

VII. SIGNATURE

I HEREBY CERTIFY that the above information is true and correct to the best of my knowledge. I understand that any false statements may result in denial or revocation of the certificate.

Applicant Signature ➤ | Date Signed

FOR DPI USE

❑ Fee Received ❑ Transcripts Received
❑ Diploma Received ❑ Annual Report Forms Received

Recommendations

Submit entire 3-part form.

Original Copy—Division for Library Services | Yellow Copy—Applicant | Pink Copy—Validator

Wisconsin Department of Public Instruction
PROVISIONAL PUBLIC LIBRARIAN CERTIFICATION/RENEWAL
PI-2450-B (▼Rev. 8-93)

CERTIFICATION/RECERTIFICATION FEE
Grade 1 or Grade 2 ..... $4.00
Grade 3 or Grade 4 ..... $2.00
This nonrefundable fee covers handling costs.

Collection of this information is a requirement of PI 6.03(6), WI Admin. Code.

INSTRUCTIONS: Complete Sections which pertain to your particular certification level. Enclose proper fee. Submit entire 3-part form to:

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
DIVISION FOR LIBRARY SERVICES
125 SOUTH WEBSTER STREET
P.O. BOX 7841
MADISON, WI 53707-7841

I. GENERAL

Name *Last, First, Middle Initial*

Social Security No.

Address *Street, City, State, ZIP*

Check One
❑ Initial Certification
❑ Recertification

Grade Level Requested *Check One*
❑ Grade 1 ❑ Grade 2 ❑ Grade 3 ❑ Grade 4

Current Position

Library Where Currently Employed

Public Library System

II. CONDITIONS FOR PROVISIONAL CERTIFICATION
Check One PI 6.03(6) Administrative Code

❑ (a) An applicant whose qualifications indicate that he or she is expected to complete certification requirements within one year from the date of application. The applicant shall provide the division a written schedule for completing the necessary requirements. This certificate may be renewed for a one-year period upon evidence that the applicant has completed at least half of the additional requirements which were needed for certification at the date of the original application.

❑ (b) An applicant who was originally certified at the correct grade level but is no longer properly certified due to the population growth of the jurisdiction in which the public library he or she is employed at is located. This certificate may be renewed on an annual basis provided the applicant continues to work at the same library and complies with the requirements listed in section III below.

❑ (c) An applicant who was employed as the administrator for the public library in which he or she is currently employed at the time the library became a member or part of a public library system or a joint public library. This certificate may be renewed on an annual basis provided the applicant continues to work at the same library and complies with the requirements listed in section III below.

❑ (d) An applicant who was employed as the administrator for the public library in which he or she is currently employed for at least two years as of July 1, 1990. This certificate may be renewed on an annual basis provided the applicant continues to work at the same library and complies with the requirements listed in section III below.

III. PROVISIONAL CERTIFICATION RENEWAL

- Individuals provisionally certified at grade levels I and II are required to accumulate at least three continuing education points annually.
- Individuals provisionally certified at grade levels III and IV are required to accumulate at least two continuing education points annually.
- The *Annual Summation of Learning Activities* (PI-2454) form must accompany the application for provisional certification renewal.

IV. SIGNATURE

I HEREBY CERTIFY that the above information is true and correct to the best of my knowledge. I understand that any false statements may result in denial or revocation of the certificate.

Applicant Signature
▶

Social Security No.

FOR DPI USE

❑ Fee Received
❑ Annual Summations Received

Recommendations:

Submit entire 3-part form.

Original Copy—Division for Library Services *Yellow Copy—Applicant* *Pink Copy—Validator*

Wisconsin Department of Public Instruction
LEARNING ACTIVITY REPORT
s. 43.09(2), (3)
PI-2453 (▼Rev. 8-93)

INSTRUCTIONS: Complete and submit annually to Validator along with the Annual Summation of Learning Activities, PI-2454. Refer to Conversation Chart in the *Wisconsin Certification Manual for Public Librarians* for assistance.

Name *Last, First, Middle*	Social Security No.

Mailing Address *Street, City, State, Zip*

I. LEARNING ACTIVITY DESCRIPTION

Describe activity, include relationship to present position and/or career advancement. Attach written summary if required.

Activity Dates From	To	Location	Total No. Contact Hours	CEP Equivalent

Provider *if applicable*

❑ A. Formal Group Activity	❑ D. Self-learning Consultative	❑ G. Teaching
❑ B. Formal Individual Activities	❑ E. Publications	❑ H. Association Activities
❑ C. Informal Group Activities	❑ F. Presentations and Exhibits	❑ I. Other *Specify*

II. SIGNATURE

I HEREBY CERTIFY that the information provided is true and correct to the best of my knowledge.

Signature of Participant ▶	Date *Mo./Day/Yr*

Wisconsin Department of Public Instruction
ANNUAL SUMMATION OF LEARNING ACTIVITIES
s. 43.09(2), (3)
PI-2454 (▼Rev. 8-93)

INSTRUCTIONS: Complete and submit annually to Validator. Retain form as evidence of continuing education for five-year recertification

Name *Last, First, Middle*		Social Security No
Mailing Address *Street, City, State, Zip*	Certification Date	Certification Level

I. LEARNING ACTIVITY LIST

Provider and Activity	Inclusive Dates	Category *Refer to Conversion Chart*	No. of CEPs	Validated Yes	Validated No	Validated Pending
		Total CEPs				

II. SIGNATURE

I HEREBY CERTIFY that the information provided has been validated as shown and is true and correct to the best of my knowledge.

Signature of Participant	Date *Mo./Day/Yr.*
➤	

Appendix C

Wisconsin Public Library Systems Continuing Education Validators

Arrowhead Library System
20 E. Milwaukee St., Suite 204
Janesville, WI 53545
608/755-2492

Eastern Shores Library System
710 North 8th
Sheboygan, WI 53081
414/459-3412

Indianhead Library System
3301 Golf Road
Eau Claire, WI 54701
715/839-5082

Kenosha County Library System
7979 38th Avenue
Kenosha, WI 53142
414/656-8058

Lakeshores Library System
730 Wisconsin Avenue
Racine, WI 53403
414/636-9211 LLS Office
414/636-9222 Shaffer Ext.

Manitowoc-Calumet Library System
808 Hamilton Street
Manitowoc, WI 54220
414/683-4863

Mid-Wisconsin Library System
460 South Cedar St.
Fond du Lac, WI 54935
414/922-6899

Milw. Co. Fed. Library System
814 West Wisconsin Avenue
Milwaukee, WI 53233
414/278-3211

Library Council of Metro Milw
814 West Wisconsin Avenue
Milwaukee, WI 53233
414/271-8470

Nicolet Library System
515 Pine Street
Green Bay, WI 54301
414/448-4412

Northern Waters Library System
P.O. Box 440
Ashland, WI 54806
715/682-8027

Outagamie-Waupaca Library System
225 North Oneida Street
Appleton, WI 54911
414/832-1658

South Central Library System
2317 International Ln, Suite 102
Madison, WI 53704
608/246-7973

Southwest Wisconsin Library System
1775 Fourth Street
Fennimore, WI 53809
608/822-3393

Waukesha County Library System
321 Wisconsin Avenue
Waukesha, WI 53186
414/896-8082

Winding Rivers Library System
800 Main Street
La Crosse, WI 54601
608/789-7151

Winnefox Library System
106 Washington Avenue
Oshkosh, WI 54901
414/236-5220

Wisconsin Valley Library Ser.
400 First Street
Wausau, WI 54403
715/847-5554